April 1, 1999–March 31, 2000

Annual Report

Apprenticeship Training Division

NOVA SCOTIA

Department of Education
Apprenticeship Training Division

101-00048/

TABLE OF CONTENTS

Introduction 1

Apprenticeship Training Division 3
- Mandate 3
- Statutory Authority 3
- Division Description 3
- Financial Highlights 3
- Organizational Chart 4

Major Activities/Responsibilities of the Division 5

Statistical Data 6
- New Registrations 6
- Cancellations 6
- Reinstatements 6
- Completions (Graduates) of the Program 7
- Technical Training 8
- Active Apprentices at Year End 8
- Section 19 (Trade Qualifier) Applications 9
- Examinations Written 10
- Certificates of Qualification Issued 12
- Interprovincial Red Seals Issued 13

Partnerships and Stakeholders 14
- Atlantic Apprenticeship Council (AAC) 14
- Canadian Council of Directors of Apprenticeship (CCDA) 14
- Interprovincial Standards Examination Committee (ISEC) 14
- Joint Registration Agreements 15
- MacTara Limited 15
- Pictou Landing First Nations Women's Carpenter Program 16
- Provincial Apprenticeship Board 17
- Skills Canada Nova Scotia 18
- Techsploration 19

Initiatives 21
- Accreditation 21
- Alternate Delivery of Apprenticeship Training 21
- Apprenticeship Certification and Information System 21
- Apprenticeship Provincial Examination Development 22
- Curriculum Development and Renewal 23
- Curriculum Development and Validation 23
- Enforcement 25
- Gas Fitter Training and Certification 26

Policy Review Committee 26
Progress Record Book Development 27
Trades Under Consideration for Designation 27
Welder (Level "B") Alternate Training 27

Public Relations Activities 29
Newsletter 29
Promotional Material 29
Toll Free Telephone Line 29
Website 29

Human Resources 30
Support Services 30
Client Services 30
Enforcement 30
Program Services 30
List of Employees 31

Frequently Asked Questions 32
What is apprenticeship? 32
Why is apprenticeship important? 32
How do you become an apprentice? 32
What are apprentices paid? 32
What are the qualifications needed to become an apprentice? 33
What is a designated trade? 33
How many trades are designated in Nova Scotia? 33
What is Compulsory Certification? 33
What is the Interprovincial Standards Red Seal Program? 33

Client Profile 34
Apprentice 34
Improver 34
Trade Qualifier 34
Pre-Employment Graduate 34
Certificate of Qualification Holder 34
Employers 34
Organizations 34
Journeyperson 34

In Closing 35

Appendix 1 36

List of Tables and Diagrams

Fiscal Year 1999/2000 3
Organizational Chart 4
New Registrations 1999/2000 6
Completions (Graduates) of the Program 7
Technical Training 8
Active Apprentices at Year End 8
Section 19 (Trade Qualifier) Applications 9
Total Examinations 10
Progress Examinations-Fiscal Year 1999/2000 10
Certification Examinations-Fiscal Year 1999/2000 11
Certificates of Qualification Issued 12
Interprovincial Red Seals Issued 13
Apprenticeship Provincial Examination Development 22
Curriculum Development and Validation 24

The 1999-2000 Apprenticeship Training Division Annual Report is available on our website at: http://www.ednet.ns.ca/educ/apprenticeship

Introduction

1999/2000 In Summary

Economic growth in Nova Scotia through the 1990's is reflected in increased participation in the Apprenticeship Program. New apprentices lead to new partnerships, and the Department of Education, through the Apprenticeship Training Division, entered into Joint Registration Agreements with the United Association of Plumbers and Pipefitters, Local 56, 244, 682 and the International Boilermakers, Local 73. Joint Registration Agreements provide for closer linkages between government and industry, facilitate the scheduling of apprenticeship training and improve the quality of training, both in the technical training institutions and the industry setting.

Continued efforts with our apprenticeship partners in the Atlantic Provinces create synergy in the development of training standards, progress record books and the harmonization of certification standards to provide increased mobility to apprentices and journeypersons. As of March 31, 2000, the Atlantic Provinces have developed and validated common training standards in 7 occupations. Final versions of these documents will be distributed to apprenticeship stakeholders at the end of July, 2000. Another 12 are scheduled to be finalized in 2000-2001. Along the way, Manitoba joined forces in these efforts and will participate in the development process.

Challenges abound in the training and certification sector and the Apprenticeship Training Division has managed to successfully deploy its resources to meet the challenges. The advent of natural gas in Nova Scotia created the need for competent, qualified, certified trades people to work in the gas industry. The Apprenticeship Training Division entered into a partnership with the Nova Scotia Community College to develop and deliver upgrade training, and to provide written and practical assessment instruments to fairly measure practitioners' competency levels. By March 31, 2000, 58 Gas Fitter III certificates were issued.

Changes to the Electrical Installation and Inspections Act created a new occupation, the Communications Cabling Specialist. The certification for the occupation currently resides with the Fire Marshall's office at the Department of Labour. However, interdepartmental cooperation between the Departments of Labour and Education has resulted in the Apprenticeship Training Division developing and administering a Communications Cabling Specialist certification examination for the Department of Labour.

The Nova Scotia Apprenticeship Program actively participates in the Canadian Council of Directors of Apprenticeship, which administrates the Interprovincial Red Seal Standards Program. The Red Seal Program provides mobility for certified trades people to work in the other provinces and territories of Canada.

Through a client centered approach to apprenticeship training, the number of apprentices and employers participating in the Apprenticeship Program continues to grow. As of March 31, 2000, 3806 registered apprentices and 3182 employers participate in the Apprenticeship Program.

In 1998, the Division began to focus its efforts on curriculum renewal, progress examination development, interprovincial examination development, and reformatting the delivery of apprenticeship training. During this past year, curriculum development/renewal is continued in 27 apprenticeship programs. In the development and renewal of apprenticeship curriculum, the industry-developed occupational analysis is the base document for the definition of program outcomes and the knowledge and skills required. In addition, apprenticeship stakeholders participate in the review and validation of all curriculum.

A joint initiative has begun to develop common curriculum and progress record books for all apprenticeship programs in the Atlantic Provinces. This will provide easier mobility for apprentices who may travel within the Atlantic Provinces in their chosen occupations.

Joe Black

Acting Director
Apprenticeship and Trades Qualifications

Apprenticeship Training Division

Mandate

The mandate of the Apprenticeship Training Division is to manage the Nova Scotia Apprenticeship Program and to provide leadership to ensure technical training (theory) and skills training (on-the-job) offered in training institutions and industry is of the highest quality, and is current and relevant to the needs of employers and apprentices in the Province of Nova Scotia.

Statutory Authority

The Statutory Authority for the Nova Scotia Apprenticeship Program is the *Apprenticeship and Trades Qualifications Act*, 1989. The Act can be found on the World Wide Web.

http://www.gov.ns.ca/legi/legc/statutes/apprenti.htm

Division Description

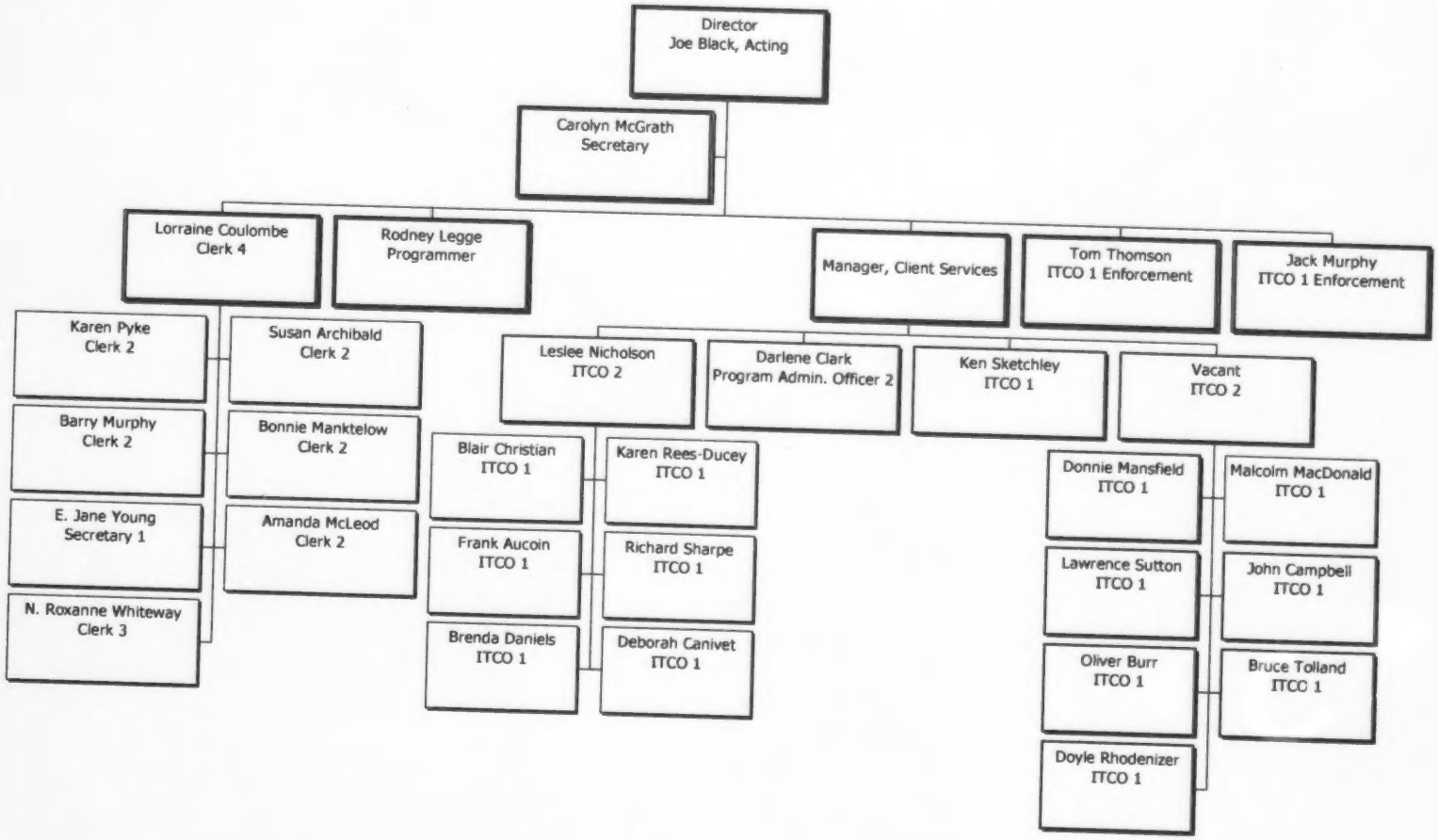
The Apprenticeship Training Division is responsible for administering the *Apprenticeship and Trades Qualifications Act* and attendant regulations and promoting compliance with the Act through educational awareness. The Division develops and administers standards of training and assessment, including examinations that assess the quality of worksite and technical training programs leading to certification in designated trades.

Financial Highlights

The table below provides financial information in summary form for the 1999/2000 fiscal year.

Fiscal Year 1999/2000	
Expenditures	**Dollars**
Salaries	$1,440,300.00
Operating	$ 620,000.00
Training Costs	$1,816,700.00
Recoveries (Examination and Renewal Fees)	$(70,000.00)
Total	$3,807,000.00

Apprenticeship Training Division
Organizational Structure



Major Activities/Responsibilities of the Division

- Registers in excess of 1200 apprentices per year in 52 designated trades.
- Maintains records for approximately 4000 active apprentices.
- Maintains contact with 3800 active apprentices and approximately 3000 employers for the purposes of developing training plans and monitoring progress through the Provincial Apprenticeship Program.
- Maintains records of approximately 1500 Trade Qualifiers.
- Facilitates certification process for long time trade practitioners.
- Maintains the Apprenticeship Certification and Information System (ACIS) for tracking of apprentices and journeypersons.
- Participates in the continued development and maintenance of the Apprenticeship Certification and Information System (ACIS). This initiative is a partnership between the Provinces of Nova Scotia, New Brunswick, and Manitoba.
- Participates in the development of an Interprovincial Computerized Examination Management System (ICEMS) which is a database for Interprovincial examinations and statistics. This initiative is a partnership with all provinces/territories in Canada and will be implemented in the Spring of 2001.
- Provides awareness and information sessions for faculty and students at the Nova Scotia Community College, University College of Cape Breton, and private trades schools.
- Involved in initiatives at the Atlantic Provinces level, including provision for mobility of apprentices and holders of provincial or interprovincial certification, and development of common standards, curriculum, and progress record books.
- Reformats apprenticeship training for Internet delivery. To take advantage of the most current communications technologies, a "Virtual Campus" has been established to provide apprentices access to technical training through the Internet. There are twelve (12) programs currently under development.
- Curriculum development and renewal continues in 27 apprenticeship programs. The Apprenticeship Training Division, the Nova Scotia Community College, the University College of Cape Breton, the Virtual Campus, and a joint initiative with the four Atlantic Provinces, makes curriculum renewal possible.
- Develops and maintains approximately 113 apprenticeship progress and certification examinations.
- Provides workshops in examination item development to training providers.
- Participates in the Interprovincial Standards Red Seal Program. This is an industry-driven certification program recognized by all provinces and territories in Canada. It is administered by the Canadian Council of Directors of Apprenticeship.
- Develops and implements an accreditation process and procedures.

Statistical Data

New Registrations

NOTE: All data presented is for the 1999/2000 reporting year unless otherwise stated.

In 1999/2000, 1212 new apprentices were registered of which1143 were male and 69 were female.

Registrations in the Construction Electrician and Automotive Service Technician occupations accounted for 25% of all new registrations.

New Registrations 1999-2000		
TRADE	**ACTUAL**	**PERCENTAGE**
Automotive Service Technician	130	10.7%
Carpenter	110	9.1%
Cook	117	9.7%
Construction Electrician	170	14.0%
Plumber	92	7.6%
Steamfitter/Pipefitter	68	5.6%
Truck and Transport Mechanic	72	5.9%
All Other Trades	453	37.4%
Total	1212	100%

Cancellations

During this period, 312 apprentices were cancelled from the Apprenticeship Program for various reasons.

Reinstatements

18 apprentices were reactivated to the Apprenticeship Program during 1999/2000.

Completions (Graduates) of the Program

A total of 416 apprentices graduated from the Apprenticeship Program, of which 402 were male and 14 were female. The remaining 22 Apprentices graduated from the in-plant Apprenticeship Program at Fleet Maintenance Facility Cape Scott, Department of National Defense.

Completions (Graduates) of the Program	
Occupation	**Graduates**
Automotive Service Technician	72
Boilermaker	9
Bricklayer	1
Carpenter	17
Construction Electrician	71
Cooking	28
Heavy Duty Equipment Mechanic	3
Industrial Electrician	10
Industrial Instrument Mechanic	4
Industrial Mechanic (Millwright)	28
Machinist	5
Motor Vehicle Body Repairer	6
Motor Vehicle Repair-Service Station Mechanic	1
Oil Burner Mechanic	18
Plumber	27
Powerline Technician	2
Refrigeration & Air Conditioning Mechanic	21
Sheet Metal Worker	11
Sprinkler System Installer	1
Steamfitter/Pipefitter	10
Truck and Transport Mechanic	31
Welder	18
Fleet Maintenance Facility Cape Scott	22
Total	**416**

The 416 graduates represent a 20.9% increase in the number of graduates relative to 1998-1999.

Technical Training

1223 apprentices attended technical training at the Nova Scotia Community College and the University College of Cape Breton. In addition, 305 apprentices registered for technical training on the Internet through the Virtual Campus. An increase of 145 represents 10.5%, a significant increase from the numbers trained in 1998-1999.

Technical Training					
Facility	**1997-1998**	**1998-1999**	**1999-2000**	**Change from Previous Year**	**Percentage of Change**
NSCC	1051	990	955	-35	-3.5%
UCCB	169	214	268	54	25.2%
Virtual Campus (NSCC)	0	179	305	126	70.4%
TOTAL	1220	1383	1528	145	10.5%

Active Apprentices at Year End

On March 31, 2000, there were 3806 apprentices actively participating in the Apprenticeship Program. Of these, 212 were female and 3594 were male. This represents an increase of 238 active apprentices or 6.7% over 1998 -1999 figures.

Active Apprentices at Year End			
Year	**1997-1998**	**1998-1999**	**1999-2000**
Male	3253	3371	3594
Female	164	197	212
Total	3417	3568	3806

Section 19 (Trade Qualifiers) Applications

Section 19 of the General Regulations under *the Apprenticeship and Trades Qualifications Act* provides the opportunity for long term practitioners to receive certification if they meet defined criteria:

- employed in the trade for the period set out in the Trade Regulations;
- recommended for a Certificate of Qualification by two persons who are competent in the trade and who have vouched for the candidate's skills and experience;
- competent in the skills of the trade, as determined by the Director;
- write and pass the certification examination.

During the fiscal year 1999/00, 496 Trade Qualifiers applied under Section 19 of the General Regulations for eligibility to write the interprovincial certification examination. Review Committees assessed 341 files (57 from previous year); 297 were approved and 44 were denied. It is estimated that each application requires 4 person days to process.

Section 19 Applications			
Applications	**Fiscal Year 1997/1998**	**Fiscal Year 1998/1999**	**Fiscal Year 1999/2000**
Reviewed	127	502	341
Approved	98	412	297
Denied	29	90	44

The 341 applications processed in 1999/2000 represent approximately 1364 person days of effort.

Examinations Written

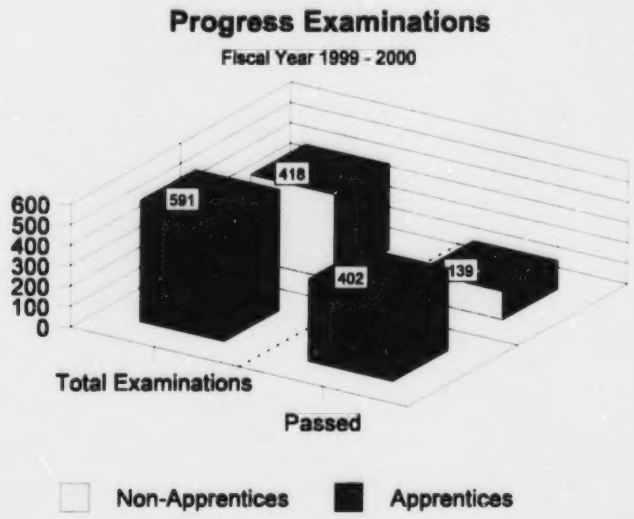
Total Examinations

During 1999/2000, a total of 1975 clients wrote various apprenticeship progress and certification examinations. Of that total, 1009 clients wrote progress examinations, 929 completed apprentices and trade qualifiers wrote certification examinations, and 37 practical examinations were administered in the Gas Fitter Occupation.

Examinations Written			
Examinations	**Fiscal Year 1998/1999**	**Fiscal Year 1999/2000**	**Percentage of Change**
Progress Examinations	974	1009	3.6
Certification Examinations	1046	929	-11.2%
Practical Examinations	--	37	N/A
Total	2020	1975	-2.2%

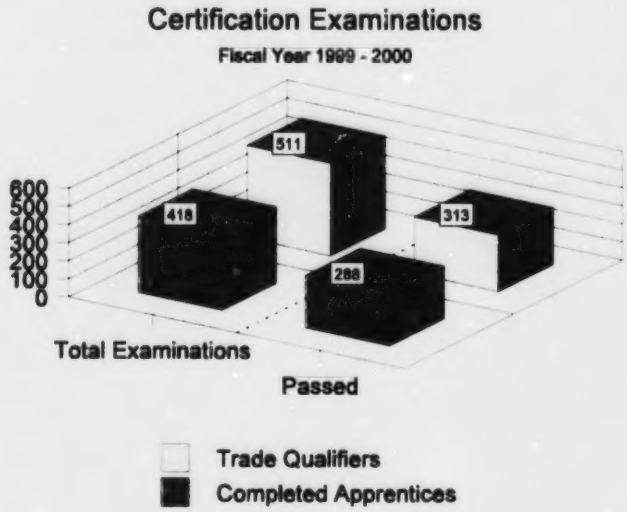
Progress Examinations

A total of 1009 progress examinations were written during 1999/2000. Apprentices wrote 591 examinations with a pass rate of 68% (402 passed). Non-apprentices, including pre-employment and placement candidates (challenge examinations to determine placement of candidate in the Apprenticeship Program), wrote 418 examinations with a pass rate of 33% (139 passed).



Certification Examinations

A total of 929 clients wrote certification examinations during 1999/2000. Completed apprentices wrote 418 examinations with a pass rate of 69% (288 passed). Trade Qualifiers wrote 511 examinations with a pass rate of 61% (313 passed). The success rate for Trade Qualifiers increases proportionately to the amount of skills upgrade training they receive.



Certificates of Qualification Issued

Certificates of Qualification are issued to apprentices who have successfully completed an apprenticeship program or to Trade Qualifiers who have met all the requirements of a trade and have passed the certification examination.

In 1999/2000, 660 Certificates of Qualification (CQs) were issued, representing a decrease of 56 from 1998/99. Of these, 288 (44%) were issued to completed apprentices, and 313 (47%) were issued to Trade Qualifiers. The remaining 59 certificates were issued to Certificate of Qualification Holders from other jurisdictions who qualified for Nova Scotia certification.

Certificates of Qualification Issued			
Certificates Issued	**Fiscal Year 1998/1999**	**Fiscal Year 1999/2000**	**Percentage of Change**
Completed Apprentices	319	288	-9.1%
Trade Qualifiers	308	313	+1.6%
Certificate Holders from Other Jurisdictions	89	59	-33.7%
Total	716	660	-7.8%

Since 1937, a total of approximately 50,000 Certificates of Qualification have been issued in the Province of Nova Scotia.

Interprovincial Red Seals Issued

The Interprovincial Standards Red Seal Program was established to provide greater worker mobility across Canada. It allows qualified tradespersons to practice their trade in any province or territory of Canada where the trade is designated without having to write further examinations. A total of 571 Interprovincial Red Seals were issued to qualifying candidates during the fiscal year 1999-2000. Of this number, completed apprentices received 352 and trade qualifiers received 219. This represents a significant increase of 16.3% over last year's figure (491).

Interprovincial Red Seals Issued			
Red Seals Issued*	**Calendar Year 1998/1999**	**Calendar Year 1999/2000**	**Percentage of Change**
Completed Apprentices	272	352	29.4%
Trade Qualifiers	219	219	0%
Total	491	571	16.3%

* **Red Seal Statistics as reported by Statistics Canada are based on the calendar year, January to December. This accounts for variances between this table and the previous table.**

Partnerships and Stakeholders

The Apprenticeship Training Division actively pursues partnerships that lead to improvements in the Apprenticeship Program, provide enhanced benefits to the Nova Scotia economy, and engage more Nova Scotians in development and employment opportunities.

Atlantic Apprenticeship Council (AAC)

The Atlantic Apprenticeship Council consists of the Atlantic Directors of Apprenticeship and Apprenticeship Board Chairs. The Council meets quarterly to examine opportunities for cooperation and to develop strategies and work plans to use existing resources to achieve common goals. These efforts result in the establishment of common training standards and consistent practices to provide mobility opportunities for apprentices and journeypersons. This cooperative arrangement reduces development costs for each province and maximizes the use of available resources.

Canadian Council of Directors of Apprenticeship (CCDA)

The CCDA is vested with its authority by the Forum of Labour Market Ministers with responsibilities for Labour Market matters. It is responsible for the administration of the Interprovincial Red Seal Program. The mandate of the CCDA is to encourage the standardization of provincial/territorial training and certification programs and to provide greater mobility across Canada for skilled workers. Nova Scotia fully participates in the CCDA and the representative from Nova Scotia chairs the Products Committee, one of the CCDA's three standing committees. This Committee is responsible for administering the process for the development of occupational analyses, training standards, interprovincial examinations and translation. It is also responsible for the activities of the Interprovincial Standards Examination Committee and provides the liaison mechanism between the CCDA and ISEC.

The Apprenticeship Training Division will continue to be involved in and support national apprenticeship initiatives.

Interprovincial Standards Examination Committee (ISEC)

Nova Scotia is an active member of the Interprovincial Standards Examination Committee (ISEC). This working group is responsible for development, validation and revision of National Occupational Analysis (NOA's), training standards, interprovincial examinations and examination item banks under the guidance and direction of the Canadian Council of Directors of Apprenticeship (CCDA) Products Committee.

The Apprenticeship Training Division made a commitment to validate/weight a number of trades/occupations as well as facilitate two item bank editing workshops in 1999-2000. They were Construction Electrician and Refrigeration and Air Conditioning Mechanic.

Various validation sessions comprised of industry representatives were held in the following areas:

1. National Occupational Analyses (NOA's):
   Bricklayer; Cabinet Maker; Farm Equipment Mechanic; Industrial Instrument Mechanic; Insulator (Heat & Frost); Painter and Decorator; Recreation Vehicle Mechanic

2. Interprovincial Examinations:
   Automotive Painter; Boilermaker; Bricklayer; Cook; Heavy Duty Equipment Mechanic Oil Burner Mechanic; Powerline Technician; Welder

3. Table of Specifications (TOS) Examination Plan:
   Cabinet Maker; Farm Equipment Mechanic; Painter and Decorator Recreation Vehicle Mechanic; Truck and Transport Mechanic

4. National Common Core Curriculum Standard and Record Log Book:
   Carpenter

The commitment to interprovincial standards requires the allocation of resources from the Apprenticeship Training Division and the reliance on Nova Scotia industry to voluntarily assist in the various validation exercises.

Joint Registration Agreements

In 1999/2000, the Apprenticeship Training Division continued its initiatives with industry organizations to develop better mechanisms leading to improved training and employment opportunities. It is a goal of the Apprenticeship Training Division to involve more employers and organizations in the Nova Scotia Apprenticeship Program. One way of facilitating involvement is to engage organizations in Joint Registration Agreements, in which the organization enters into an agreement with the Department of Education and Culture for the registration of apprentices to the organization.

By March 31, 2000, agreements had been signed with the Ironworkers, Local 752 and the U.A. Locals 244, 682, and 56. Several more agreements will be signed in 2000/2001

These examples of partnerships, diverse and varied as they are, show strong linkages between the Apprenticeship Training Division, Nova Scotia youth, industry, labour organizations, and Aboriginal groups.

MacTara Limited - SAW (Schooling At Work) Program

MacTara Limited is located in the Upper Musquodoboit Valley. It is the largest sawmill in Nova Scotia and produces spruce and fir finished lumber. The organization consists of a sawmill, studmill, pelletmill, planermills, 6 kilns and has 335 employees. Over the past five years the company has more than doubled in size resulting in an increased focus on human resources, quality control and safety.

A Field Officer from Workplace Education, Department of Education held an information session with potential project team members from MacTara. An organizational needs assessment (ONA) was completed to determine the educational needs of employees and to understand workplace climate and culture. As a result, it was agreed that a Workplace Education Program would be beneficial to MacTara and its employees. Many employees were eager to enrol in an upgrading program to obtain a GED diploma. Basic computer skills training was also popular along with interest in a communications course. MacTara is encouraging Maintenance workers to acquire further training and trade certification. The Schooling at Work Team supports this effort by partnering with the Apprenticeship Training Division, Department of Education.

In March, 2000 an instructor was hired and two academic upgrading programs began. Classes were arranged around the shift schedules of the participants. There was an overwhelming response for this training and many employees have been placed on a waiting list for the next course. Currently, the SAW Program at MacTara Limited is proceeding well. The response from both employer and employees has been overwhelmingly positive. Everyone involved is looking forward to a long and successful partnership.

An Industrial Training & Certification Officer from the Apprenticeship Training Division was assigned to the MacTara project in January 2000. A series of individual needs determination interviews were held with 32 maintenance department employees. Only three of those interviewed were registered in the Apprenticeship Program. It was apparent that several skilled trades were required by this department. Registration of employees into Apprenticeship Training Programs took place in March. The majority (21) are employed in the Industrial Mechanic (Millwright) trade. MacTara has agreed to develop and sponsor an in-house training program for this group. Projected start date for the training is Fall 2000. The company has also agreed to assist employees with the cost of apprenticeship training in other required trades.

Pictou Landing First Nations Women's Carpenter Program

This initiative, undertaken by Pictou Landing First Nations Women is designed to develop skilled carpenters. Currently, with only one carpenter in the community and a demand for new buildings, it is an opportunity to provide access to apprenticeship training leading to employment for Aboriginal women.

The Apprenticeship program is four years in length and all training and work experience for the Aboriginal women is provided on the Pictou Landing Reserve. Five native women are participating in the training program. The five were selected from twenty-eight applicants based on interviews, aptitude testing and educational level attained. The instructor in the program is a native carpenter journeyperson.

The apprenticeship agreement is between the five female apprentices and the Pictou Landing Band Council. This unique training program/employment opportunity provides the participants with wages while they work and learn.

Building projects included the construction of a 2-unit apartment building, numerous renovation projects, and construction of two single family residences. The project is now in its second year of operation and the apprentices hope to construct a two story combined education-community centre in Summer, 2000.

The Apprenticeship Training Division provides ongoing support and counseling to the apprentices and Project Coordinator.

Provincial Apprenticeship Board

The Provincial Apprenticeship Board (PAB) is responsible for providing advice to the Minister of Education on matters concerning apprenticeship training and is considered to be a fundamental link between government, business and industry. Specifically, it is responsible for recommending the designation of new trades/occupations in Nova Scotia and plays a key role in promoting and educating the public about apprenticeship.

The past year was considered a year of transition for the Provincial Apprenticeship Board. With a revised mandate and a clearer picture of the role the Board plays, the Board was able to accomplish much.

The 1999/2000 highlights are:

- The PAB produced the 3rd and 4th issues of Apprenticeship News (coordinated by the Marketing and Communications committee). The 3rd issue was distributed in October 1999 and the 4th was ready for print by the end of March 2000. Both issues focused on current events in apprenticeship and were specifically designed for high school readers. In addition to the newsletter, the poster series was printed and distributed. The distribution continues.

- The PAB revisited a request to designate the Alarm and Security Technician trade and subsequently, recommended the designation to the Minister. By the end of March 2000, the Minister of Education accepted the Board's recommendation and began the formal designation process.

In November, the Board adopted a revised mandate and operating guidelines. As well, initiatives were identified and the following progress made.

The 1999/2000 initiatives are:

- The Acts and Governance committee reviewed the Board's duties and powers and recommended specific transfers to the Director of Apprenticeship and Trades Qualifications. The Minister concurred and the transfer was made.
- The Acts and Governance committee prepared a legislative review plan of the Apprenticeship and Trades Qualifications Act and General Regulations.
- The Marketing and Communications committee coordinated the design and delivery of a province-wide "Youth Decision Survey." A final report is expected in July 2000.
- The Linkages and Industry committee began the process of developing a meeting schedule strategy designed to improve industry participation and Board visibility.
- The Board heard presentations from the Atlantic Wood Energy Technicians Association and the Nova Scotia Automotive Industry Human Resources Sector Council.
- The Board considered a request for the transfer of underground coal miner occupation certifications and the blaster certification from the Department of Labour to the Department of Education.
- Reviewed and supported the "*Heritage Skills Apprenticeship Program*" proposed by Saint Francis Xavier University.
- Reviewed and supported the Aboriginal Apprenticeship Program proposed by the Union of Nova Scotia Indians.
- Prepared a new Orientation Handbook for existing and new Board members.
- Had existing apprenticeship brochures translated into French and distributed to Acadian Schools and businesses.
- Made representation at the National Apprenticeship Conference held in Winnipeg in June 1999.

Skills Canada–Nova Scotia

Skills Canada–Nova Scotia was established as a not-for-profit organization in 1998 with the purpose of encouraging young people to choose careers in trades and technologies. It is a partnership of government, labour organizations, business, educators, and students that is devoted to promoting and enhancing the value of professional trade and technical skills in youth. The Apprenticeship Training Division of the Department of Education partnered with Skills Canada–Nova Scotia as a Gold Sponsor for the 2nd Annual Trade and Technology Skills Competition.

The Skills Competition is designed to promote and recognize the excellence of Nova Scotia apprentices, post-secondary and secondary students, their educators, and learning institutions. The Competition involves industry members in the development and evaluation process, which ensures that the competition is testing required skills in the workforce, and also offers students the opportunity to network with potential employers. Winners from the 2000 Provincial Skills Competition advance to the Canadian Skills Competition in Quebec City from June 3-6. A team of 27 young people, including 13 from apprenticable trades competed nationally in areas such as machining, plumbing, refrigeration, and auto service.

As a result of greater sponsorship, volunteer involvement, and promotional efforts, the number of competitors for the Provincial Skills Competition increased (from 104 to 180), the number of visitors increased (from 200 to 1000), and media coverage increased.

Competitors at the Canadian Skills Competition fared extremely well. Team Nova Scotia returned with four medals:

Gold	Leigh Sabean, Mechanical CADD, NSCC–Institute of Technology
Silver	Ryan Sparks, Carpentry, Memorial Consolidated High School
Bronze	Chuck Close, Cabinet Making, NSCC–Akerley Campus Toby Parsons, Electronics, NSCC–Kingstec Campus
Certificate	Andrew Morash, Precision Machining CNC, NSCC–Institute of Technology

Support from the Apprenticeship Training Division includes the following:

- Providing office space, including computer, phone, fax & meeting facility to Skills Canada–Nova Scotia.
- Including Skills Canada–Nova Scotia brochures in their mail-out campaign.
- The Acting Director sits on the Skills Canada–Nova Scotia Board of Directors and advises Skills Canada Nova Scotia on matters concerning apprenticeship.
- Assists in printing Skills Canada–Nova Scotia posters and brochures.
- Industrial Training and Certification Officers (ITCOs) assist in judging competitions and all staff have assisted in promoting the competitions to apprentices.

The Provincial Apprenticeship Board sponsored prizes of Red Seal Gear promotional clothing for winners in the Red Seal Trades at the Provincial Skills Competition.

Techsploration

Techsploration 2000, a joint initiative of the Apprenticeship Training Division, Department of Education, the Nova Scotia Community College, and Women in Trades and Technology National Network in partnership with Strait Regional School Board, Halifax Regional School Board, and Waycobah Board of Education, provided young Nova Scotia women the opportunity to explore exciting career options in trades and technology.

Forty-eight young women from eight different schools mentored with a female role model working in a trades and/or technology career. The young women worked with their mentor and teacher to research an in-demand career using methods they can continue to use throughout their lives.

On April 18 and 19, at the Nova Scotia Community College, Strait Area Campus, the young women came together for the Techsplorers Event. There, they delivered an interactive presentation on the career assigned to them, participated in workshops that were hosted by their role models, and made projects to take home.

Techsploration, cited for Honourable Mention for the Conference Board of Canada's *Business and Education Best Practices* publication, has grown in its second year to include fifteen high profile industry sponsors, including Sable Offshore Energy Inc., Pratt & Whitney Canada, Sempra Atlantic Gas, Black & McDonald, StoraEnso, MTT, Sante Fe Drilling Company (Canada) Ltd., MM Industra, Dominion Diving Ltd., ACCENT Engineering Consultants Inc., Cougar Helicopters Inc., Maritimes & Northeast Pipeline, and Halifax International Airport Authority.

Initiatives

Accreditation

The Apprenticeship Training Division has developed an accreditation policy, guidelines and procedures, and a two-phase process to accredit training providers.

Apprenticeship training accreditation is a process by which the Apprenticeship Training Division evaluates and recognizes a training program as meeting pre-determined standards. Accreditation of apprenticeship programs is a form of voluntary compliance and is initiated by the training provider who makes formal application to the Apprenticeship Training Division.

The main purpose of accreditation is to assure apprentices, practitioners, employers, and the general public that a training program and its graduates meet a recognized standard. All training leading to certification in occupations designated under the *Nova Scotia Apprenticeship and Trades Qualifications Act* is eligible for accreditation. Apprentices who successfully complete accredited training programs may receive automatic recognition towards their Apprenticeship Program.

A national system of accreditation exists at the journeyperson level through the Interprovincial Standards Red Seal Program of the Canadian Council of Directors of Apprenticeship and is confirmed by a Red Seal endorsement.

> **Accreditation is a step towards fostering uniformity of training, examination and certification.**

Alternate Delivery of Apprenticeship Training

In September 1999, **first year** apprentices in the renewed course-based programs began their training in a course-based format, whether delivered in a classroom or through the Internet. **Second year** apprentices were strongly encouraged to register in apprenticeship courses related to their level of training, whether in the classroom or via the Internet. **Third and fourth** year apprentices have the option until September 2001 to complete their training through the block release or modular system of delivery. Beginning in September 2001, all apprenticeship training will be delivered in a course-based format only.

Apprenticeship Certification Information System (ACIS)

In November of 1994, an Atlantic Apprenticeship Information System committee was formed, consisting of representatives appointed by the Directors of Apprenticeship from Newfoundland, Nova Scotia, New Brunswick, Prince Edward Island and Manitoba.

After six months of proceeding through the various stages of a committee defined work plan, a recommendation was made to the Association of Atlantic Directors of Apprenticeship and Board Chairs that the concept of an Atlantic wide system was a sound, efficient, and cost-effective venture to store and share information.

It was subsequently decided that the initiative would be a joint venture by the Provinces of New Brunswick, Nova Scotia, and Manitoba, and that the solution would be sensitive to the requirements of other jurisdictions to maximize the probability that they would elect to adopt or integrate with the system at a later date. In January of 1998, the Provinces of New Brunswick, Nova Scotia, and Manitoba, agreed to cooperate in the development of the Apprenticeship and Certification Information System (ACIS).

The much anticipated Release 1 was successfully implemented in all three jurisdictions by mid-November, 1999. The changeover from existing processing methods was relatively seamless considering the magnitude of the undertaking. Release 2, implemented mid-February, 2000, added features to the existing ACIS system. These included the ability to reconcile files; Internet interface; generate certification reports (including the annual Stats Canada IP Red Seal Report); client transfer capabilities; and accreditation.

Throughout this process, Apprenticeship Training Division staff worked tirelessly on record clean-up, testing the new system and suggesting improvements as well as completing the day-to-day functions of the Apprenticeship Training Division. Many took on extra responsibilities and, to the credit of everyone involved with this project, we now have a powerful database system that will support technological changes in the future.

Apprenticeship Provincial Examination Development

During the year, the following apprenticeship progress examinations were developed and validated:

Provincial Examination Development	
Trade/Occupations	**Exams**
Gas Fitter, Level 3	Written, Practical
Gas Fitter, Level 2	Written
Ironworker, Level 2	Written
Steamfitter/Pipefitter Level 3	Written
Bricklayer	Practical (Journeyperson, Provincial Certification)

Curriculum Development and Renewal continues on several fronts:

1. Atlantic Apprenticeship Council (AAC) – a joint initiative has begun to develop Atlantic common curriculum for all apprenticeship programs. A work group consisting of representatives from each of the four Atlantic provinces was mandated with this task. As of March 31, 2000, common curriculum had been developed and validated for the Automotive Service Technician, Construction Electrician, Heavy Duty Equipment Mechanic, Industrial Electrician, Plumber, Steamfitter-Pipefitter and Truck and Transport Mechanic trades. Final versions of these documents will be distributed to apprenticeship stakeholders in July, 2000.

   The work group plans to finalize common curriculum in the Bricklayer, Cook, Industrial Instrumentation, Industrial Mechanic (Millwright), Ironworker (Generalist), Machinist, Motor Vehicle Body Repairer, Oil Burner Mechanic, Refrigeration & Air Conditioning Mechanic, Sheet Metal Worker, Steel Fabricator (Fitter) and Welder trades.

2. Nova Scotia Community College - Through contract, curriculum is being adjusted and learning materials are being developed to reflect the outcomes of the Atlantic Provinces common curriculum in all apprenticeship training programs. Curriculum is also being renewed in the Carpenter, Gas Fitter and Ironworker (Generalist) trades.

3. Refocusing Apprenticeship Project - Curriculum has been developed/repurposed for Internet delivery in the Automotive Service Technician, Cook, Construction Electrician, Industrial Electrician, Refrigeration Plant Operator, and Stationary Engineer trades. Work is continuing in the Carpenter, Gas Fitter, Machinist, Plumber and Oil Burner Mechanic trades.

4. University College of Cape Breton (UCCB) - Curriculum is being adjusted and learning materials are being developed to reflect the outcomes of the Atlantic Provinces common curriculum in the Industrial Mechanic (Millwright), Motor Vehicle Body Repairer, Heavy Duty Equipment Mechanic and Truck and Transport Mechanic trades.

A three-step curriculum validation process has been implemented. In the initial stage, the Apprenticeship Training Division contacts various industry representatives via mail to request participation in a curriculum review. The second stage consists of the draft curriculum being forwarded for review and feedback. In the third and final stage, the revised document will be forwarded to each participant. If feedback warrants further discussion, a one-day meeting of industry representatives is arranged.

Curriculum Development and Validation

At the end of March, 2000, Nova Scotia had 52 designated trades, of which 44 are Red Seal trades. This means that each of these 44 trades has gained a common acceptance across Canada and has identified a list of commonly accepted skills within the trade. This identification is very clearly defined in a National Occupational Analysis for each Red Seal Trade.

In the development and renewal of apprenticeship curriculum and examinations, the National Occupational Analysis becomes the base document for the definition of program outcomes and skills requirements. During the year, curriculum development/renewal continued in 27 apprenticeship programs. See table below.

Curriculum Development			
Trade	**Initiative/Distribution Date**	**Curriculum Development**	**Validation Complete**
Automotive Service Technician	Atlantic - June 30/00	✔	✔
Bricklayer	Atlantic - Mar 31/01	In Progress	
Carpenter	National - Dec 31/99	✔	✔
Construction Electrician	Atlantic - June 30/00	✔	✔
Cook	Atlantic - March 31/00	✔	✔
Gas Fitter (Level 3)	Provincial - Dec 31/00	✔	✔
Gas Fitter (Level 2)	Provincial - Dec 31/00	✔	✔
Gas Fitter (Level 1)	Provincial - Dec 31/00	✔	✔
Heavy Duty Equipment Mechanic	Atlantic - June 30/00	✔	✔
Industrial Electrician	Atlantic - June 30/00	✔	✔
Industrial Instrumentation	Atlantic - Mar 31/01	In Progress	
Industrial Mechanic (Millwright)	Atlantic - Aug 31/00	✔	✔
Ironworker (Generalist)	Atlantic - Mar 31/01	In Progress	
Machinist	Atlantic - Sept 30/00	✔	✔
Motor Vehicle Body Repairer	Atlantic - Mar 31/00	In Progress	
Oil Burner Mechanic	Atlantic - Oct 31/00	✔	✔
Plumber	Atlantic - June 30/00	✔	✔
Refrigeration & Air Conditioning	Atlantic - Mar 31/01	In Progress	
Refrigeration Plant Operator	Provincial - May 31/98	✔	✔
Stationary Engineer 4th Class	Provincial - May 31/98	✔	✔
Stationary Engineer 3rd Class	Provincial - Nov 30/98	✔	✔
Stationary Engineer 2nd Class	Provincial - Sept 30/00	✔	✔
Sheet Metal Worker	Atlantic - Mar 31/01	In Progress	
Steamfitter-Pipefitter	Atlantic - June 30/00	✔	✔
Steel Fabricator (Fitter)	Atlantic - Sept 30/00	✔	✔
Truck and Transport Mechanic	Atlantic - June 30/00	✔	✔
Welder	Atlantic - Sept 30/00	✔	✔

Enforcement

The Enforcement Section of the Apprenticeship Training Division is responsible to ensure, through monitoring, that Nova Scotia industry and its workers are in compliance with the *Apprenticeship and Trades Qualifications Act* and its attendant regulations. The primary role of this section is to ensure compliance with the Act through a process of public education. Enforcement Officers are available to assist employers and employees achieve compliance.

Complaint processing and investigation continue to be a major activity for this section. The practice of the Apprenticeship Training Division in assisting and encouraging employers or employees who are in contravention of the Act to comply is proving an effective method of enforcement. The Enforcement Section cultivates partnerships with industry and other regulatory agencies within government. It is important that these partnerships are strengthened through continuing dialogue, as full compliance with the *Apprenticeship and Trades Qualifications Act and General Regulations* can only be realized through the cooperative efforts of all stakeholders. Encouraging voluntary compliance, information sharing, monitoring, and educational awareness are high on the Enforcement agenda.

Enforcement Officers receive and respond to many inquiries from industry and the public at large. Most inquiries are addressed by providing a prepared educational information package for those not in compliance.

Since the implementation of the Apprenticeship Certification Information System (ACIS) in the Fall of 1999, the Enforcement Section has used the system as an effective enabling tool. The ability of ACIS to produce statistical reports helps identify trades practitioners who may be delinquent in the renewal of their compulsory Certificates of Qualification. Reports generated by ACIS provide a basis for developing proactive plans to better serve the Nova Scotia public.

In 1997 the Truck & Transport (T&T) Mechanic trade was chosen as a test group for a proactive approach to enforcement. The basis for this choice was the relatively small number of practitioners compared to other trades, the high public awareness and concern, and the fact that workplace locations are static. A combination of enforcement activity, and a mail-out campaign conducted by the University College of Cape Breton in relation to upgrade training in the T&T Mechanic trade, resulted in approximately 300 practitioners being identified as working in the trade without the appropriate Certificates of Qualification. Over the past two years a concerted effort by apprenticeship staff has assisted approximately 90% of those practitioners to achieve compliance.

Currently, the Enforcement Section is focusing attention on the Oil Burner Mechanic and Bricklayer trades. All trades requiring compulsory certification will be addressed through the proven, proactive approach to ensure compliance with the *Apprenticeship and Trades Qualifications Act and General Regulations.*

Gas Fitter Training and Certification

Although the Gas Fitter trade was designated in 1983 in anticipation of natural gas coming to Nova Scotia at that time, all activities associated with implementing gas training and certification ceased when the gas project ended. With today's reality, the Apprenticeship Training Division has worked diligently with industry representatives, training providers, other regulators (Department of Labour), and those companies who hope to distribute the natural gas, to develop Trade Regulations, certification requirements, and training plans. Trade Regulations were made effective through Order-in-Council February 3, 1999. Training is currently in place at Akerley Campus of the Nova Scotia Community College for Gas Fitters at the pre-employment level and upgrade training is also available for Gas Fitter III and Gas Fitter II. Multiple choice certification examinations have been developed and are available for Gas Fitter III and Gas Fitter II. A practical examination has been developed for Gas Fitter III and the Gas Fitter II practical exam will be ready in Summer 2000. As of March 31, 2000, 58 people have been certified to the Gas Fitter III level.

Training Partners
The Division wants to engage with training providers to offer Gas Fitter programs that are flexible and accessible, especially for those needing skills upgrading or skills enhancement training. Programs will also have to be provided at various physical locations.

Virtual Campus
Gas Fitter training will be made available through the Virtual Campus.

Continued Collaboration
The Apprenticeship Training Division will continue to work with industry, training providers, regulatory bodies and those with current skills to make sure that the Gas Fitter curriculum remains current and relevant.

Policy Review Committee

The need to review and revise the Policy Manual of the Apprenticeship Training Division was identified early in 1998. A committee of Industrial Training and Certification Officers was established to work with the Director to update this Manual.

All thirty-nine policies of the Division were reviewed and a revision plan developed. Fifteen policies were identified in the first round and went through several draft versions. All staff were asked for input on these revisions before the policies were put in place. Each policy was also reviewed by the legal Department. As of September 1, 1998, the initial amended policies were implemented. The Committee then continued to work on the remaining policies. Eight more policies were implemented on March 1, 1999.

The Committee has now reviewed all policies of the Division and the final drafts were approved by legal counsel in March 2000. Eleven of the original policies have been combined with others or eliminated from the Manual. Three new policies were added.

The Committee has been working on a new Policy and Procedures Manual to be implemented in July. The manual has grouped like policies into subsections and added sections for the appropriate Division documents and procedures. This should make the Manual easier to use. Once the final draft of the new manual has been reviewed by legal counsel and approved by the Acting Director, it will be released and replace all current Policy Manuals.

Progress Record Book Development

A new progress record book for the Ironworker trade was developed by a committee of union representatives and industry and completed in March 1999. The performance objectives were based on the National Occupational Analysis. The committee determined the level of skill required for each objective.

A joint initiative has begun to design and develop Atlantic Provinces common progress record books for all apprenticeship programs. As of March 31, 2000, common progress record books have been developed for the Automotive Service Technician, Machinist, Industrial Mechanic (Millwright), Plumber, Steel Fabricator (Fitter) and Welder trades. By December 2000, program record books in the Construction Electrician, Heavy Duty Equipment Mechanic, Industrial Electrician, Motor Vehicle Body Repairer, Oil Burner Mechanic and Truck & Transport Mechanic trades will be complete.

Trades Under Consideration for Designation

To remain current with the labour market needs of industry, the Apprenticeship Training Division must be cognizant of expanding and/or emerging occupations and strive to match apprenticeship and certification services to these needs. The Alarm and Security Technician trade was considered and a recommendation made to the Minister. It has been printed in the Royal Gazette and is awaiting confirmation. The Provincial Apprenticeship Board expects the Communication Cabling Specialist occupation to come to the Board for designation consideration in the Fall of 2000.

Welder (Level "B") Alternate Training

A 1998 survey asked clients when and where they would prefer training to be held. A number of Level "B" Welders employed at the A.F. Theriault and Son Shipyard in Meteghan River, Digby County, were concerned that training was only available in the traditional five-week format in the Halifax area. It was not feasible for the employer to release all eligible apprentices for training at the same time as this would adversely affect production in a very busy yard. The suggestion was put forward to offer this training in the local area and preferably in an evening course format. Clients working with other employers agreed that this would be the best option for them as well.

NSCC Burridge Campus was selected as the ideal location to pilot this training. The Campus has a modern, fully equipped welding shop offering pre-employment training. The Community Education and Training Officer was very interested in working with the Apprenticeship Training Division to offer Welder training acceptable to the Division.

The pre-employment Instructor agreed to teach the part-time program. A proposal was submitted and accepted by the Division.

Fourteen clients were identified as potential course participants. All fourteen were sent application forms and notices of the course dates. Eleven registered for the program which began on September 28, 1999. Nine participants completed training and wrote the Level "B" examinations on February 24, 2000; all obtained Certification. They have now been registered in the Level "A" welder Program.

It is anticipated that a similar delivery schedule will be available for "A" Level training this fall.

Public Relations Activities

A number of initiatives were undertaken to strengthen the profile of the Apprenticeship Program and increase public awareness:

The Apprenticeship Calendar and the Training and Examination Schedule were distributed to apprentices, employers, trade unions, schools, and colleges.

Newsletter – Spring and Fall versions were printed and distributed in 1999. A Spring version was planned and preparation began in the early months of 2000

Promotional Events - The following is a partial list of public relations events in which the Apprenticeship Training Division participated.

- Kings Community Economic Development Agency–Employer Information Session
- Community Economic Development Agency–Innovating the Life Long Learning Process Conference–organized by Kings
- Nova Scotia Homeshow, Spring 2000
- Memorial High School, *Vocational/Technical Program Awareness Trade Show*
- NSCC Lunenburg Campus–annual Open House
- NSCC Kingstec–Employer Expo
- UCCB pre-employment program
- Bedford Junior High School–Career Expo
- Millwood High School–Career Expo
- Ecole du Carrefour–Career Expo
- Hants East Rural High–Career Day.
- Dr. J H Gillis High School–Career Expo.
- Graduation Ceremony, TJ Training School–Commercial Cooking Course
- NSCC Shelburne–Machinist Class, Apprenticeship presentation
- NSCC Burridge–Welding Class, Apprenticeship presentation
- NSCC Burridge–Instructors & Industry Representatives, Apprenticeship Roundtable
- Yarmouth Community Learning Centre Official–Opening
- NSCC Burridge–Carpentry Class, Apprenticeship Presentation
- National Apprenticeship Conference, Winnipeg
- West Nova Persons with Disabilities Committee–Visioning Process
- NSCC Burridge–Youth Job Prep Class
- Apprenticeship Presentation & participated in local Youth Protocol Meeting

Toll Free Telephone Line

The Apprenticeship Training Division has a toll free telephone number: 1-800-494-5651. This number can be accessed from anywhere within Nova Scotia.

Website

The Apprenticeship Training Division is on the World Wide Web. Visit our site at (http://www.ednet.ns.ca/educ/apprenticeship). In addition, general inquiries can be made through our e-mail address at (apprenticeship@gov.ns.ca).

Apprenticeship Training Division–Human Resources

The staffing complement of the Apprenticeship Training Division is 29 full-time equivalent positions and two casual employees as shown in the organizational chart on page 4. The position of Director has been vacant since July, 1997 and has been staffed in an acting capacity since June, 1998. The Division is structured in four sections with distinct, yet interrelated responsibilities.

Support Services - responsible for providing administration and support to the Division including clerical, records management, financial and accounting, research and statistical information services.

Client Services - responsible for developing, maintaining, and administering examinations, registering apprenticeship agreements, providing advice and counselling to apprentices and employers, establishing training plans with clients, and monitoring work places to ensure skills are being acquired in the work environment. The Client Services section has adopted a client-centered approach to work cooperatively and collaboratively with Nova Scotia industry.

Enforcement - responsible to ensure industry and its workers are in compliance with the *Apprenticeship and Trades Qualifications Act* and its attendant regulations. Compliance with the Act is accomplished through a process of public education. Enforcement Officers work with employers and employees to achieve compliance.

Program Services - This section of the Apprenticeship Training Division is responsible for developing and implementing an accreditation/credit process, coordinating the development of curricula and examinations for each of Nova Scotia's apprenticeship programs, and liaising with industry to validate training materials. The section also links with apprenticeship partners in Atlantic Canada to harmonize training standards and outcomes. This is a key area where the Apprenticeship Training Division must allocate additional resources to ensure continued growth and efficiencies for the Apprenticeship Program.

Apprenticeship Training Division staff are located at the central office in Halifax and in regional offices in Sydney, Truro and Yarmouth. See list of employees on page 31.

List of Employees

Halifax Office:

Dept. of Education,
Apprenticeship Training Division
2021 Brunswick St.
Halifax, NS B3J 2S9
Phone: (902) 424-5651
Toll Free: 1-800-494-5651
Fax: (902) 424-0717

Black, Joseph - Acting Director
McGrath, Carolyn - Secretary

Manager of Client Services
Vacant
Enforcement
Thomson, Thomas
Murphy, Jack
Program Services
Clark, Darlene
Sketchley, Ken
Legge, Rodney, Programmer
Client Services Supervisors
Nicholson, Leslee
Vacant

Industrial Training & Certification Officers
Aucoin, Frank
Christian, Blair
Daniels, Brenda
Mansfield, Donald
Rees-Ducey, Karen
Rhodenizer, Doyle
Sharpe, Richard
Tolland, Bruce

Support Services
Archibald, Susan
Coulombe, Lorraine - Supervisor
Manktelow, Bonny
McLeod, Amanda
Murphy, Barry
Pyke, Karen
Whiteway, Roxanne

Sydney Office:

Dept. of Education
Apprenticeship Training Division
338 Charlotte Street
Sydney, NS B1P 1C8
Phone: (902) 563-2149
Fax: (902) 563-3491

Industrial Training & Certification Officers
Campbell, John
MacDonald, Malcolm

Support Services
Young, Jane

Truro Office:

Dept. of Education
Apprenticeship Training Division
Suite 3, 60 Lorne St.
Truro, NS B2N 3K3
Phone: (902) 893-5988
Fax: (902) 893-6104

Industrial Training & Certification Officers
Burr, Oliver
Sutton, Lawrence

Yarmouth Office:

Dept. of Education
Apprenticeship Training Division
10 Starrs Rd.
Yarmouth, NS B5A 2T1
Phone: (902) 742-0775
Fax: (902) 742-4628

Industrial Training & Certification Officer
Canivet, Deborah

Frequently Asked Questions

What is apprenticeship?

Apprenticeship is an agreement between an apprentice, an employer, and the Department of Education and Culture, Apprenticeship Training Division in which an apprentice agrees to work for an employer for a specific length of time in exchange for extensive, supervised on-the-job skills training (practical) and technical training (theory). This provides apprentices the opportunity to earn while they learn. The term of apprenticeship is usually three or four years. Successful completion of the program earns a Certificate of Qualification which recognizes the tradesperson as a skilled journeyperson.

Why is apprenticeship important?

Apprenticeship is considered the most effective form of occupational training. It combines up-to-date technical training with practical hands on experience to provide apprentices with excellent employment opportunities to enhance the province's economy.

How do you become an apprentice?

To register as an apprentice, you must be employed in the occupation for a 90 day probationary period and then sign an agreement with your employer and the Nova Scotia government. This agreement outlines the terms of your apprenticeship and the responsibilities of the apprentice and employer.

What are apprentices paid?

Apprentices earn 40 to 90 percent of the current journeyperson wage rate. Wages increase as each stage of development is successfully completed. These wages are governed by Trade Regulations for each occupation.

What are the qualifications needed to become an apprentice?

To register as an apprentice in the province of Nova Scotia, you must have successfully completed grade 12 or the equivalent and have an employer who is willing to train you in accordance with the Apprenticeship Agreement.

What is a designated trade?

A designated trade is a trade/occupation regulated by the Nova Scotia *Apprenticeship and Trades Qualifications Act and General Regulations.* The Act provides for formal apprenticeship training and the issuing of Certificates of Qualification to those who earn journeyperson status.

How many trades are designated in Nova Scotia?

There are 52 designated trades in the Province of Nova Scotia. See Appendix 1, page 36. Current statistics show that there are 3806 apprentices actively participating in the Apprenticeship Program.

What is Compulsory Certification?

Trades are compulsory certified for reasons of personal and public safety, and for the protection of the environment. Those employed in a compulsory certified trade must hold a current Certificate of Qualification recognized by the Province of Nova Scotia, or a Certificate of Qualification from another jurisdiction with the Interprovincial Red Seal affixed, or be a registered apprentice, or a registered improver in the Province of Nova Scotia in order to work in the occupation.

What is the Interprovincial Standards Red Seal Program?

The "Red Seal" Program provides qualified tradespersons the opportunity to practice their trade in any province or territory of Canada where the trade is designated without having to write further examinations. It was established in 1958 to provide greater mobility across Canada for skilled workers. Certified journeypersons are able to obtain a "Red Seal" endorsement on the Certificate of Qualification by successfully completing an interprovincial examination.

Client Profile

The clients we serve are numerous and diverse. They include the following:

Apprentice - A person who is employed in a designated trade/occupation under an agreement with an employer and the Department of Education, Apprenticeship Training Division. The apprentice agrees to work for the employer in exchange for extensive, supervised, on-the-job experience and technical training. A Certificate of Apprenticeship and a Certificate of Qualification are awarded to the apprentice when the certification examination is successfully completed at the end of the training.

Improver - A person who is currently employed in an occupation and through prior learning requires less than the full term of apprenticeship to acquire certification.

Trade Qualifier - A non-apprentice who may be eligible to challenge the certification examination if they meet the criteria as stated in Section 19 of the General Regulations under the *Apprenticeship and Trades Qualifications Act.* These applicants must supply references from two certified journeypersons and have their applications approved through a committee.

Pre-Employment Graduate - A graduate from an approved post-secondary pre-employment program who wishes to register as an apprentice receives apprenticeship credit based on the successful completion of the pre-employment program.

Certificate of Qualification Holder - A tradesperson who currently holds a Certificate of Qualification in one of the 52 designated trades.

Employers - Business and industry partners who have entered into an agreement with an apprentice and the Province of Nova Scotia to provide on-the-job skills training (practical).

Organizations - The Apprenticeship Training Division works with a variety of organizations to develop apprenticeship training programs, skills upgrading programs, Trade Regulations, and examinations. These organziations include both organized labour and those working in a non-union environment.

Journeyperson - A person who has acquired the knowledge and skills in a trade, occupation or craft as attested to by a provincial or territorial authority.

In Closing

Steady growth in the Apprenticeship Program places additional strains on the available resources. Revisions to operational policies and procedures and close scrutiny of the use of resources allows the Apprenticeship Training Division to provide a high level of service to clients. Preserving and developing partnerships facilitates curriculum development activities and the accurate scheduling of training for apprentices. The establishment of partnerships with Nova Scotia industry also provides industry the opportunity to take ownership of and accept responsibility for the Apprenticeship Program.

Economic growth and higher levels of employment bring unique challenges to the Apprenticeship Program. Apprentices who have endured prolonged periods of unemployment or under employment are reluctant to leave employment to attend technical training. The challenge for the administrators of the Apprenticeship Program, the training providers, and industry is to work together to establish part-time technical training and to encourage apprentices to access training on a part-time basis so they may continue through the Apprenticeship Program to achieve trades certification.

Appendix 1

Trades Designated under the *Apprenticeship and Trades Qualification Act*, as of March 31, 2000

Check marks (✓) indicate that certification is compulsory.
* indicates a Red Seal Occupation.
Journeypersons with Red Seal certification can work across provincial borders without further examination.

*Appliance Service Technician
*Automotive Painter
*Automotive Service Technician ✓
*Baker
*Boilermaker
*Bricklayer ✓
*Cabinet Maker
*Carpenter
*Cement Finisher
*Construction Electrician ✓
*Cook
*Electrical Rewind Mechanic
*Electronics Technician - Consumer Products
*Farm Equipment Mechanic
*Floorcovering Installer
Gas Fitter
*Glazier
*Hairstylist
*Heavy Duty Equipment Mechanic
*Industrial Electrician
*Industrial Instrument Mechanic
*Industrial Mechanic (Millwright)
*Insulator (Heat and Frost)
*Ironworker (Generalist)
*Lather (Interior Systems Mechanic)
*Locksmith
*Machinist
Marine Fitter
Mine Electrician
Mine Mechanic
*Mobile Crane Operator
*Motorcycle Mechanic
*Motor Vehicle Body Repairer (Metal an
Paint)
Motor Vehicle Repair - Service Station Mechanic ✓
*Oil Burner Mechanic ✓
*Painter and Decorator
*Partsperson
*Plumber ✓
*Powerline Technician
*Recreation Vehicle Mechanic
*Refrigeration and Air Conditioning Mechanic ✓
Restoration Stone Mason
*Roofer
*Sheet Metal Worker
*Sprinkler-System Installer
Stationary Engineer ✓
*Steamfitter-Pipefitter
*Steel Fabricator (Fitter)
*Tool and Die Maker
*Truck-Trailer Repairer
*Truck and Transport Mechanic ✓
*Welder